

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Friday, April 04, 2014 10:08 AM
To: Johnson, Margaret
Cc: Kim, Hyon-Su
Subject: RE: For your Review_RE: In-House Records Destruction Form
Attachments: In-House Records Destruction Form OWW-NPU 1004d Purchase Card 4-04-14 .docx

Categories: Record Saved - Shared, Blue Category

Marnie,

I checked the retention, and for Travel (EPA 1010) 6 yrs 3 months and Timekeeping (EPA 1005f) 6 years so you'll have to wait until 2015.

The Purchase card records from 2010 can be dispositioned and shredded. The Purchase card records from 2008 that closed in 2011 will have to wait another year. Attached is the form for the 2010 Purchase card records. Please fill in the volume and the versatile box #

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Johnson, Margaret
Sent: Friday, April 04, 2014 9:06 AM
To: Aoyama, Joyce
Subject: For your Review_RE: In-House Records Destruction Form

Yes, let me know if questions and/or quirks.

From: Aoyama, Joyce
Sent: Friday, April 04, 2014 8:40 AM
To: Johnson, Margaret
Cc: Kim, Hyon-Su
Subject: RE: In-House Records Destruction Form

Hi Marnie,

I had computer problems from yesterday, sorry for the delay.

Yes, please email me the In House Destruction form after you've filled it out (in Word please) and I'll review it. Thanks!

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions

U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Johnson, Margaret
Sent: Thursday, April 03, 2014 2:40 PM
To: Aoyama, Joyce
Subject: In-House Records Destruction Form

I just printed out the R10 In- House Records Destruction Form. That means it is April. That means that I have Travel, Timekeeping, and Purchase Card files that are ready for this form. It will help lots because I won't be replacing them as we are all electronic in the areas of Travel and Timekeeping now, thankfully.

I just spoke with Hyon and he said to ask you about helping with this. So, once I have the form ready am I supposed to email it to you? Please advise. Thanks!